

ONTWA TOWNSHIP

Covid 19 Preparedness and Response Plan

In response to the COVID-19 crisis and in an effort to protect our employees and the visitors in our building, the following requirements have been implemented:

- A. All employees and visitors will be screened when entering the township building, the screening will include:
 - 1. Answering questions regarding current state of health.
 - 2. Complete a no-contact temperature screening. (this will only be done if mandated by the state.)
- B. Face covering must be worn at all times.
 - 1. If alone AND in a private office with the door closed, the face covering may be removed.
 - 2. If you are medically unable to wear a face covering at all times, you may remove it but stay 6 feet away from another person.
- C. All visitors may be escorted in and out of the township during their visit. This determination will be made on a case by case basis.
 - 1. Visitors may not linger in the building.
- D. If you have been provided with a plastic face shield, it must be worn at all times when having contact with a visitor.
 - 1. The face shield must be disinfected on a daily basis.
- E. No physical contact with another individual.
 - 1. This includes, but is not limited to, handshakes, fist bumps, hugs, etc.
- F. Face to face meetings are discouraged.
 - 1. Encourage visitors to schedule an appointment in lieu of walk-in appointments.
 - 2. Meetings and appointments should be held via video-conferencing whenever possible.
- G. Remain 6 feet apart from all other individuals at all times.
 - 1. The number of individuals in the township will be limited to allow for 6 feet social distancing.
 - 2. For those people required to travel by vehicle for business purposes, only one person per vehicle.

- H. Shared tools, equipment and convenience items must be cleaned and disinfected immediately following use.
 - 1. This includes, but is not limited to, printers, fax machines, copy machines, microwaves, shared refrigerators, coffee pot and water coolers.
- I. Wash hands frequently, cover coughs and sneezes, and avoid touching your face.
- J. Clean and disinfect your workspace frequently.
- K. Notify the Covid Response coordinator immediately if you are feeling sick or unwell.
- L. Any employee who tests positive for COVID-19 shall inform the Workplace Coordinator immediately and must go home immediately. They shall not return until they are no longer infectious according to CDC guidelines.
 - 1. The infected employee's name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19. The Workplace Coordinator shall notify the public health department of the infection within 24 hours.
- M. Signs regarding proper personal hygiene shall be posted.